I Introduction

The CALSTARS reporting system allows agencies to retrieve information using several different methods:

Response to online inquiry - Data maintained for online inquiry include agency-specific table records and summarized information from shadow files and the History File. See Volume 2, Chapter IV, Table Maintenance Coding Procedures, for information concerning online table inquiry and Volume 1, Chapter VII, Online File Inquiry, for information concerning files available for online inquiry.

Printed online data - Some data may be printed immediately using the agency printer. This includes output such as a listing of standard reports requested by the agency that day and a listing of the accounting transactions entered in a batch during the current day. Discussions and samples of outputs are available in the appropriate chapters.

Standard requestable reports - The CALSTARS standard requestable reports are intended to meet the reporting needs of most agencies. There is great flexibility in requesting reports. Each agency may select the specific reports to be produced on a daily or periodic basis. In addition, an agency may choose from several options that control the print media, the print destination, the structure and content. See the *Standard Report Request Process* section later in this chapter for a brief overview of this process and Chapter II, Report Requesting, Printing and Other Output, for a complete discussion of the process.

System generated reports - Prior to the beginning of each processing day, each agency automatically receives reports showing detailed transactions and transaction counts of the previous night's processing. In addition, there are other generated reports from the claim schedule, labor distribution, cost allocation and year-end processes. Discussions and samples of these reports are available in the chapters on these subjects. See the *System Generated Reports Process* section later in this chapter for additional information and output options available to agencies.

Table/File Copy - Agencies may obtain direct access to their raw data in the CALSTARS tables and master files. Using their own software products, these table and data files may be down-loaded locally for reports and interrogations, as needed. See the *Table/File Copy Process* section later in this chapter for a brief overview of this process and Chapter II, Report Requesting, Printing and Other Output, for a complete discussion of the process.

Report Files/Monarch – Agencies may purchase the Monarch software for use on their personal computers to "mine data" from CALSTARS report files. See the *Monarch Software* section later in this chapter and Chapter II, Access To Data Sets, for a complete discussion of the process.

To further assist agencies on CALSTARS reporting, a training class is available several times a year. Mare information and the current year schedule are available in the annual training CALSTARS Operations Memo.

ELEMENTS COMMON TO ALL TYPES OF REPORTING

Much of the flexibility built into CALSTARS is achieved through the structuring of system tables and financial files. Through a series of indicators and control elements, agencies define the level of accounting detail and reporting elements to support their operations. CALSTARS reports are produced from:

- ✪ Tables - Store descriptive and other non-financial information used in the operation of the system and labeling within reports (some Tables also control fund and transaction editing and posting levels to files); and

- ✪ Master Files - Accumulate financial information for control and reporting purposes.

Some Master Files maintained in CALSTARS serve more than one purpose. For example, rather than maintaining separate files for each type of payable or receivable, the Document File contains both types of transactions. This allows recording several types of documents, such as encumbrances, obligations, accounts payable, accounts receivable, due to and from accounts and office revolving fund advances in a single file.

Most files are structured to allow posting to multiple accounting periods (business months). This feature provides, for example, the ability to post both *January* and *February* (i.e., prior month and current month, respectively) transactions during *February*. Similarly, the system provides the ability to post to *two fiscal years* during the same month. This feature allows agencies to post current fiscal year transactions while the prior year is open for posting transactions.

OVERVIEW OF THE REPORTING PROCESS

See the flowchart in Exhibit I-1 for a general overview of the reporting process.

Standard Report Request Process

Command **G.3**-Report Requests, displays all the reports that are requestable by any specific agency. Not all reports are requestable by every agency. Those shown in a contrasting color or lighter shade are not currently available to the agency. Two screens are used to request reports:

Report Request Selection Screen -Used to select the appropriate number of versions of each report.

Report Request Detail Screen - (Accessed when Enter is pressed on the **Report Request Selection Screen**). Used to select the desired options for each report ordered.

Same day reports are produced using the master files from the <u>previous</u> overnight master file update and do not include information keyed during the same day. *Overnight report* requests are produced <u>after</u> all table and accounting transactions have been processed.

For a detailed description of the report request and printing process, see Chapter II, Report Requesting And Other Output. For a detailed description of each of the reports, see Chapter III, Standard Reports.

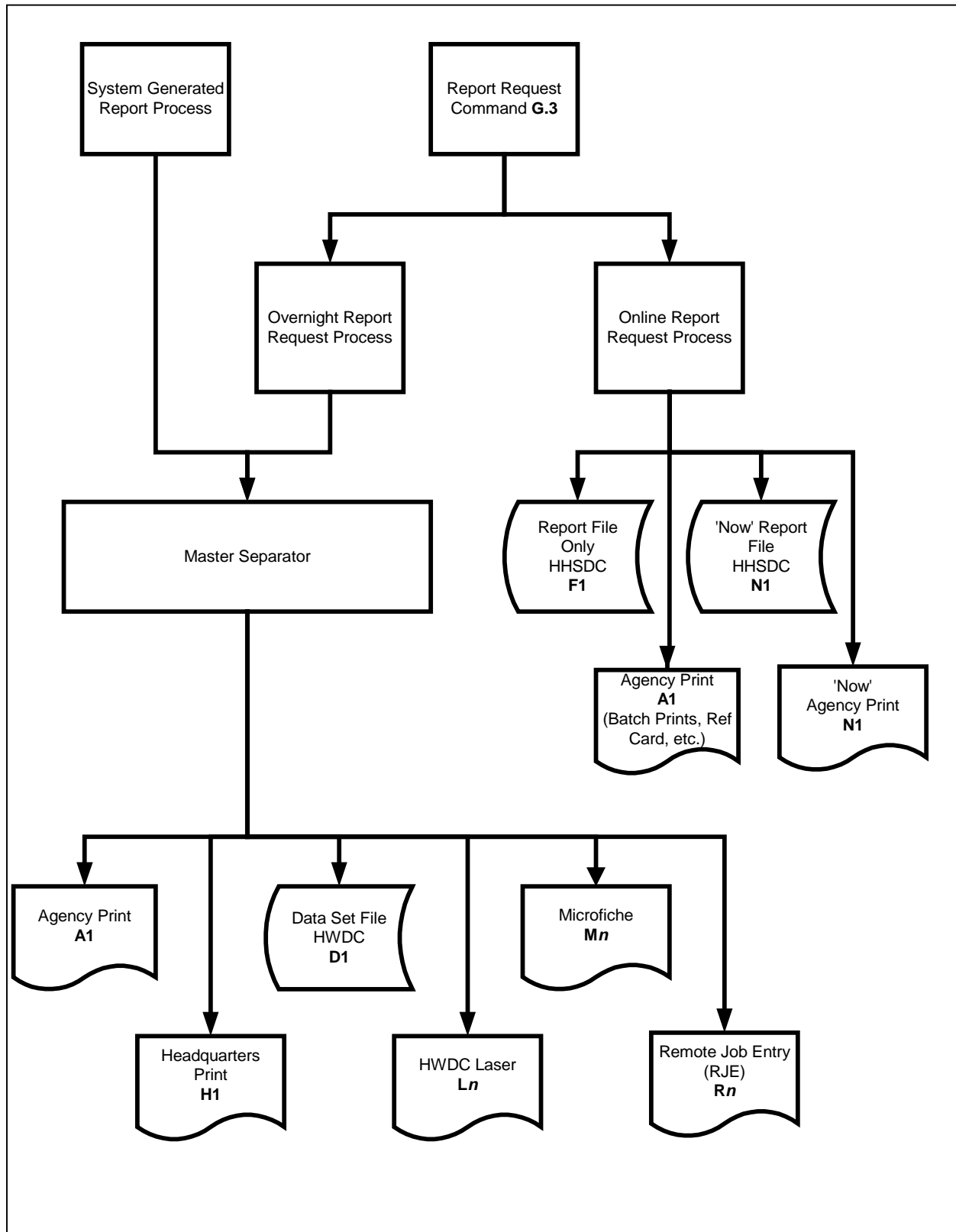## System Generated Reports Process

System generated reports are produced automatically by CALSTARS either overnight or during the same day a process is run. System generated reports may be the result of *internal* or *external* processes. The various types of generated reports are defined below.

Internal Generated Reports
Internal system reports are produced <u>during</u> or <u>following</u> some type of automated CALSTARS processing. Internal system reports provide an activity trail for monitoring or controlling CALSTARS processes and for potential audit purposes. These reports include:

- ✪ <u>Nightly batch processing reports</u> - Batch transaction inputs and history update, batch control status, system maintenance activity (claim schedule, error correction, CALSTARS tables), etc.;

- ✪ <u>Online process reports</u> - Automated checks, check registers, batch prints, Ref Card, etc.; and

- ✪ <u>Subsystem process reports</u> - Labor distribution, cost/encumbrance allocation and fund split, month-end rollover, year-end rollover, year-end close and open, Document File purge, Vendor Edit table purge, Vendor Payment File purge, Schedule 10 transmittal, etc.

EXHIBIT I-1
CALSTARS REPORTING PROCESS

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┌─────────────────┐          ┌─────────────────┐
│ System Generated│          │ Report Request  │
│ Report Process  │          │ Command G.3     │
└────────┬────────┘          └────────┬────────┘
         │                            │
         │              ┌─────────────┴─────────────┐
         │              ▼                           ▼
         │     ┌─────────────────┐        ┌─────────────────┐
         │     │ Overnight Report│        │ Online Report   │
         │     │ Request Process │        │ Request Process │
         │     └────────┬────────┘        └────────┬────────┘
         │              │                          │
         │              │          ┌───────────────┼───────────────┐
         ▼              ▼          ▼               ▼               ▼
┌─────────────────────────────┐  ┌──────────┐  ┌──────────┐
│      Master Separator       │  │Report File│  │'Now' Report│
└──────────────┬──────────────┘  │ Only     │  │ File      │
               │                 │ HHSDC    │  │ HHSDC     │
               │                 │ F1       │  │ N1        │
               │                 └──────────┘  └──────────┘
               │                       │               │
               │                       ▼               ▼
               │                 ┌──────────┐   ┌──────────┐
               │                 │Agency Print│  │'Now'     │
               │                 │ A1        │  │Agency Print│
               │                 │(Batch     │  │ N1        │
               │                 │Prints, Ref│  └──────────┘
               │                 │Card, etc.)│
               │                 └──────────┘
```

Agency Print
A1

Headquarters
Print
H1

Data Set File
HWDC
D1

HWDC Laser
L*n*

Microfiche
M*n*

Remote Job Entry
(RJE)
R*n*

External Generated Reports

Records or data files externally generated by a non-CALSTARS process and provided by or used in CALSTARS to assist agencies. These records and data files include:

- ✪ <u>Other agency reports</u> - reports produced by another agency and electronically transferred or imported on tape into CALSTARS and printed in the original format (SCO fund reconciliation reports, SCO tab run and transactions, DGS invoices, etc.); and

- ✪ <u>Interface reports</u> - data sets or records produced by another agency and electronically transferred or imported on tape into CALSTARS (SCO payroll interface, CD-102 data, etc.).

Routing System Generated Reports

System generated reports are initially assigned to print one copy at the agency printer or produce one microfiche copy for routing to the agency. However, up to six output destinations may be specified for system generated reports by an agency. These output destinations are discussed in more detail in Chapter II, Report Requesting And Other Output.

Table Copy and File Copy Processes

Commands **G.1**-Table Copy and **G.2**-File Copy allow agencies to receive copies of raw CALSTARS data in the following three categories:

- ✪ Copies of Table data.

- ✪ Files specific to each agency.

- ✪ The record layout for each table or file.

The specific instructions for this feature are contained in Chapter II, Report Requesting, Printing and Other Output.

Monarch Software

Monarch for Windows is a PC based software program from the Datawatch Corporation. Monarch is a data access and analysis tool that will view, extract, query and export report data. Monarch's capabilities and benefits to CALSTARS agencies include the ability to "mine data" from CALSTARS report files for further processing in other PC-based software; eliminate rekeying of data; and is inexpensive and easy to use.

To further assist agencies in using Monarch:

- ✪ Monarch Training Classes are provided on an ongoing basis;

✪ A CALSTARS/Monarch User Group meets once a month to promote information sharing, user support and guidance; and,

✪ Special pricing is available to CALSTARS agencies.

Assistance for acquiring and operating Monarch may be obtained by contacting:

Mail: CALSTARS System Support Unit
            Department of Finance (IMS: A-15)
            915 L Street, 7th Floor
            Sacramento, CA 95814

Phone: (916) 445-0211, ext. 2803, CNET 485-0211

E-mail: calstars@dof.ca.gov

FAX: (916) 323-4049, CNET 473-4049